

**Mental Health Services Act  
Workforce Education and Training**

**Licensing and Certification  
Special Topic Workgroup**

**Skill Sets and Core Competencies  
Teleconference Call**

**September 8, 2006**

**1. Present via phone:**

- a. Jan Cummings, California Coalition for Counselor Licensure
- b. Wendy Desormeaux, Department of Mental Health
- c. Don Edmondson, Consumer Representative
- d. Warren Hayes, Department of Mental Health
- e. Dave Schroeder, Mental Health Association Sacramento

**2. Discussion.**

The group looked at recommendations for transforming how agencies construct job descriptions and minimum qualifications required of positions working in public mental health. Marianne Baptiste from CASRA had provided before the teleconference a document that incorporated a number of curricula into a list of competencies for mental health staff. With appropriate input and addition of knowledge, skills and abilities, this could be a source document for a multitude of functions, to include building essential job functions that are functionally based, and thus maximize the qualified individuals who can compete for vacant positions.

**Note:** Marianne has since revised this document based upon feedback, and will send an updated document electronically for input.

**3. Strategy.**

The group discussed various strategies of how to build, via MHSA technical assistance dollars, the capacity of consultants to assist public mental health employers in the crafting of essential job functions, minimum qualifications and job announcements that would expand the potential pool of applicants, as well as contain language to encourage individuals with consumer and family member experience to apply. CASRA and the Network were mentioned as potential consultants, with active input from county and contract agency middle management and human resource staff.

#### **4. Next Step.**

The DMH Education and Training Unit will work toward developing consultative capacity for assistance to county and contract agencies in the area of essential job functions, minimum qualifications and job announcements that reflect the transformative intent of the Act, and are welcoming to individuals with consumer and family member experience to apply.

#### **5. Next Meeting.**

The larger workgroup will meet again to review small group progress on Tuesday, October 3 at the California Endowment.